



## TOWN OF UPTON, MASSACHUSETTS

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### OFFICE OF THE TOWN MANAGER

#### **Digital Resources Specialist – Upton Town Library – P/T**

The Town of Upton seeks to fill the part-time position (12 hours/week) of Digital Resources Specialist reporting to the Library Director to perform administrative, information technology, and graphic design work supporting the operations of the Library digital resources, devices, and social media accounts.

The Upton Town Library serves a community of approximately 7,500 residents and is a C/WMARS mini-net member and certified for State Aid. The library has a collection of 37,000 items, including e-content and 65,000 yearly circulations. Nearly half our circulation is juvenile materials.

**Qualifications** High School Diploma; some post-secondary education preferred; one to two years of experience in a relevant field, such as graphic design, public relations, information technology, etc.; or any equivalent combination of education, training, and experience.

**Schedule and Salary:** This is an hourly position of up to 12 hours/week; the schedule is flexible. Starting Salary: \$19.63/hour, DOE.

Review of applicants will begin on February 22, 2021; applications accepted until the position is filled. Please return the completed application to [jobs@uptonma.gov](mailto:jobs@uptonma.gov).

Additional information can be found at [uptonma.gov](http://uptonma.gov). AA/EOE

**HUMAN RESOURCES DIRECTOR**

Sandra J. Hakala

One Main Street • Suite 1 • Upton, MA 01568

T: 508.529.6901 • F: 508.529.1010